

**VIRGINIA:**

**IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

\_\_\_\_\_  
Vs.

\_\_\_\_\_  
Case # \_\_\_\_\_

**PRAECIPE**

The Court is hereby requested to place the above styled matter on the:

\_\_\_\_\_  
Civil Motions Docket

\*1<sup>st</sup> Friday of each month

\*Civil Scheduling @ 9:00 a.m.

\*Former Chancery cases @ 10:00 a.m.  
(divorce, adoption, for example)

\*Former Law cases @ 2:00 p.m.  
(property, contracts, money  
judgments, for example)

\_\_\_\_\_  
Scheduling Docket

\*9:00 a.m.

\*Every Monday

\*This is to **set** a hearing date

\_\_\_\_\_  
Criminal Motions Docket

\*4<sup>th</sup> Friday of each month

\*9:00 a.m.

\*Criminal Scheduling at 9:00 a.m.

\_\_\_\_\_  
Ore Tenus Docket (Uncontested Divorces)

\*1<sup>st</sup> Friday of each month

\*9:00 a.m.

\_\_\_\_\_  
Habitual Offender/Driver's License Docket

\*2<sup>nd</sup> Friday of each month

\*1:00 p.m.

\*Includes petitions for restoration/restricted OL's,  
show causes and ASAP violations

for the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ at \_\_\_\_\_ a.m./p.m. for the  
purpose of:  
\_\_\_\_\_  
\_\_\_\_\_

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**CERTIFICATE**

I hereby certify that I have delivered a true copy of this praecipe to all counsel of record herein pursuant to the provisions of Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, if any this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by: HAND DELIVERY MAIL FACSIMILIE (circle one).

Note: Delivery by mail or facsimile may not always be sufficient notice in a case. If this case is being placed on the Civil Motions Docket, I certify that I have in good faith conferred or attempted to confer with the other affected parties in an effort to resolve the dispute without court action.

\_\_\_\_\_  
Signature